

Retention and Classification Report

Agency: Murray City School District (Utah). Murray High School (2524)

5450 South State Street
Murray, UT 84107
801-264-7460

Records Officer Tricia Drake

12674 Student cumulative records

AGENCY: Murray City School District (Utah). Murray High School

SERIES: 12674

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TITLE: Student cumulative records

DATES: 1940-

ARRANGEMENT: Chronological, thereunder alphabetical by student surname

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

Student's official transcripts (containing student's name, address, birthdate, parents' names, teacher's notes, graduation date, test scores, class ranking, grade point average, and social security number); copies of achievement test scores; copies of report cards; and health records of students attending Murray High School. The official transcripts (series 10075) is the permanent student record while other items are needed only while the student is enrolled.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after graduation and then destroy provided official transcript is on file at the school.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the school.

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(continued)

PRIMARY CLASSIFICATION:

Private